

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: June 1, 2015
CC: All Departments



June 2, 2015, JLMC Staff Training, 2 PM
@ Public Safety Building, All Non-Essential Depts. Closed

Interim Town Administrator: This week involved continued evaluation of resumes received for the Town Administrator position along with reaching out to some qualified individuals that would be a good fit for the position. Essay questions to be responded to by semi-finalists were developed and discussed with the Board of Selectmen. Continued discussion with Town personnel at Town Hall pertaining to overall operations and Town Administrator involvement. Material was developed to be discussed at the Board of Selectmen Work Session pertaining to Administrative Regulations and varied personnel practices. Several computer and social media policies were provided to Selectman Punturieri to assist with his review of policies. Following discussion with several colleagues pertaining to investment policies within their organizations, copies of some investment policies along with feedback was provided to the Board of Trustees. Discussions took place with S. Kinmond on varied ongoing Town and Department issues. A significant amount of time was devoted to a personnel investigation as a result of a complaint received. The Board of Selectmen Work Session was attended with information provided as requested. The week of June 1st I will be in the office all day Thursday and Friday with some work being done offsite associated with the TA recruitment. I have provided Hope with a tentative schedule of the days I will be in the office during the month of June.

Administrative Liaison's Report:

- V.2 The Administrative Liaison has prepared a memo requesting permission for Master Patrol Officer Baker to attend a Police Training class on Sexual & Physical Abuse in Bangor, ME June 25-26. The request comes from Police Chief Len Wetherbee.
- V.3 A memo has been prepared, pursuant to Fire Chief Bengtson's memo, who has negotiated the most advantageous award contract from Lakes Region Fire Apparatus - HME (sole bidder) for the total amount including trade-in and financing (2.94%) for the amount of \$241,392 (2015 Warrant Article authorized amount \$242,500).
- V.4 The Administrative Liaison memo requests the Board authorize the Chair to sign the Sidewalk Survey Services contract with David M. Dolan Associates, PC of Moultonborough, NH.
- V.5 The Administrative Liaison's cover memo and attached materials requests the Board of Selectmen to officially adopt the interim Competitive Policy of September 27, 2012.
- V.6 The attached draft policy prepared by Selectmen Punturieri and reviewed at the work session of May 28, 2015, has been formatted to our current statement policy layout and is presented for review and/or approval and adoption.
- V.7 The attached is the Administrative Regulations as previously presented by Interim TA Granfield and reviewed at the Work Session of May 28, 2015, and has been edited per the work session and presented for approval and adoption.

- V.8 Selectmen Punturieri requested that Fred Malatesta be seated as an alternate to the Capital Improvement Program Committee.
- V.9 The DPW Director and Town Engineer will make a final recommendation for the 2015 Road Program & Rehabilitation contract based upon final interviewing of the low bidder.
- V.10 The Town Engineer Screening Committee has submitted a memo outlining their negotiations and subsequently requests the Board of Selectmen to award a 3 year Engineering Services Contract to the number one candidate from the QBS process.
- V.11 The Fire and Police Chiefs have no concerns regarding the Temporary Use Permit.
- V.12 Selectmen Punturieri requested to have a discussion regarding the Capital Reserve funding and Capital Improvement Program.

Finance & Personnel: Nothing to report this week.

Assessor: Carol Fucarile and I attended the Vision User Group Conference last Thursday and Friday. I attended a session called “Valuation Generation and Support for all Phases of the Assessment Process.” The panel for this session included a Vision Appraiser, a City Assessor, a Tax Attorney and the former Commissioner of the Massachusetts Appellate Tax Board. This was a very informative discussion of the valuation process from mass appraisal to support of value perspective. I also attended a session called “The Enhanced Taxpayer Website in Practice that Will Save Time and Money.” Again a very informative session that provides information on Auto Uploading; Taxpayer Data Feedback; On-line Data Filing and the upgraded GIS system. Another session I attended was called “Utilizing Imaging Technologies to Assist in Data Verification.” Companies such as Pictometry, Ilookabout and Facet presented their technologies that can be run through Vision. Carol attended “Version 6.5 (what we have now) in Use” and learned about the features and enhancements of the software. She also attended the “Cost, Sales and GIS Analysis Overview” and “Report Writing Tools and Year End Functions Utilizing Version 6” session which covered the tools available in our present software. As in past years, this was a very informative conference.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The Memorial Day week was busy with hot weather. The staff graded gravel roads, painted stop bars (70% completed), and provided cemetery and landscaping assistance to the grounds crew. They also assisted the facilities staff with moving furniture at Town Hall due to the flooring being replaced in the lobby area. The crew worked with the road sweeping contractor to re-sweep Hauser Estates subdivision and Long Point. Agent Kinmond met with the chip sealing contractor to review past chip sealing which has some plow damage from last winter and inspected 2015 chip sealing roads. The contractor will provide warranty repairs to the lower portion of Kona Farm and Ruppert Roads and Cooks Point. The crew prepared a full burial opening and closing at Middle Neck Cemetery, with the assistance of a local excavation contractor with their mini excavator. The crew assisted the PD by removing a couch from illegal dumping, and also the grounds crew by mowing the baseball field and playground areas. The crew worked on various equipment maintenance projects: Sticking throttle problem with WMF loader; LOF for PD; stripping decals from a surplus cruiser; tire swap on Truck #9; and an AC issue with Truck #15. Agent Kinmond met with a Clement Road resident regarding a driveway permit review and worked with an Alpine Park Road resident regarding tree removal.

Facility & Grounds: The Grounds and seasonal crew continue to clean and mow cemeteries, along with common areas and facilities. Highway assisted at the playground grading, lining, and mowing the baseball field, and playground common areas. F&G staff worked with the janitorial vendor for VCT waxing. They also coordinated with the flooring vendor for VCT installation in the Tax Collector's office, hallway and restrooms areas in Town Hall. Work orders handled by F&G staff were: State inspection of facility boilers; NHEC electrical; grant project review; and coordinating the plumber for removing/replacing the toilets at Town Hall for VCT installation. The crew also prepared materials for Green Up, Clean Up Day at States Landing. Agent Kinmond handled the Memorial Day activities setting up and taking down the tent and chairs. Agent Kinmond attended and supported the Green up, Clean Up day at States Landing Beach area. The event was well attended with approximately 40 residents participating and completing several projects that include; installing sign posts, raking the beach and back land, sealing the tops and seats of picnic tables, and installing gutters on the lifeguard shed to drain into rain barrels (erosion control project).

Waste Management Facility: Co-Facility Managers King and Filpula reported improvements were made in the contractor access areas and 3 hand sanitizer stations were installed for patrons. Freon was removed by the contractor from appliances, to be added to scrap metal for recycling. The baled products vendor was in and found the facility is about 20 bales away from shipping a full load of cardboard.

Moultonborough Police Department: The Moultonborough Police Department recorded 528 log entries, which included the following calls for service, 75 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 2 MV Accidents, 4 MV Complaints, 9 residential alarms, 3 commercial alarms and 3 K-9 complaints

Training: May 28th, Sgt. Fulton, Sgt. Boucher, MPO LeBlanc, MPO Beaulieu, Off. Melanson, Off. Quinlan Spring Firearms Training.

Moultonborough Fire Department: Year to date there has been 287 calls for emergency service. For the period of 5/22/15 to 05/28/15 there were 14 calls for service: (4) Medical Emergencies, (1) Forest Fire, (1) Brush Fire, (1) Propane Leak, (2) Good Intent Calls, (1) Motor Vehicle Accident, and (4) False Fire Alarms. MFR received automatic aid from Center Harbor, for 1 call and Tuftonboro for 1 call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:00 minutes

Overall Average Manpower per incident: 7 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:30 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:20 minutes

Overall Average Night/Weekend Manpower per incident: 8 Firefighters/Incident

Operations: During the week of 5/22/15 to 5/28/15 there were 3 requests for information and 1 fire permit was issued. On 5/24, Deputy Buckler taught a class at Quayside Yacht Club on the usage of fire extinguishers and AEDs. A driver training was held the evening of 5/26 and Deputy Buckler attended a senior officer forum at the Massachusetts Fire Academy entitled "Highly Reliable Organization".

Office of Development Services Planning:

Planning: I have prepared the department and overall CIP spreadsheet for the CIPC for their use for this iteration of the program (2016-2021). The committee met with the Police and Fire Chiefs last Thursday

and the annual review is currently on target schedule-wise. Saturday I gave a brief educational outreach and update session to the volunteers at States Landing Beach on the Moultonborough Bay Inlet (MBI) Watershed Management Study Project. I asked Pat Tarpey, Executive Director of the Lake Winnepesaukee Watershed Association (LWWA) to also attend and speak. I met with Andrew Madison of the Granite Rural Water Association on Wednesday to discuss my assistance in his upcoming septic survey of properties within 200 ft. of the water within the MBI watershed. The survey will be anonymous, and will not ask for any personal information at all. This will be extremely helpful in the preparation of the management plan for the continued water quality of our lake.

Code & Health: The Bacteria water test for the Playground and Lions Club for May have come back and all passed. Next month is the Playground again which is now required monthly through October, and in November will be the Lions Club again. I am still waiting on the results of the Chemical water test (Nitrite) of the Playground. This week I issued 9 building permits and 10 subcontractor permits and approved 2 septic designs to be sent to the State for their approval. I have 12 building permit applications that are reviewed, approved and waiting to be picked up. As of May 29, 2015, I have done 381 inspections on the issued permits this year. I came upon one violation of building a deck without permits and have asked the homeowner to correct the issue.

Human Services: Nothing to report this week.

Recreation Department: On May 29, the MRD sponsored a Mother/Son Mini Golf Scramble at Paradise Falls Mini Golf for boys in grades 2-6. There were 10 pairings of mothers and sons at the event and they all had a blast, and enjoyed a round of themed mini golf which kept them laughing. To wrap the event up, they enjoyed pizza and lemonade. On Saturday, May 30, the Rec. Dept. and DPW held the “Clean Up, Green Up” day at State’s Landing Beach. More than 40 Volunteers, Town employees, and elected officials helped clean up the area. Doug Grenier (Landscape Architect), Ray Korber (Town Engineer), Scott Kinmond (Road Agent), Len Wetherbee (Police Chief), Bruce Woodruff (Town Planner), and Pat Tarpey (Ex. Dir. of the Lake Winnepesaukee Assoc.) all gave presentations to the crowd of volunteers. Thanks to Selectmen Paul Punturieri and Russell Wakefield for helping out with the clean-up and also to Selectman Jean Beadle and Chair, Chris Shipp for cooking the delicious food for the volunteers. Some of the Summer Staff counselors will be attending the 2015 “Wink” Tapply Playground Leader’s Workshop on June 6th at the Tapply Thompson Community Center in Bristol, NH. The sessions will gear them up for the summer and provide them with good. Summer Registrations are coming in steadily now. The early-bird discount ends on June 10. The deadline to register kids for camp and other programs is June 24, pending availability. Staff Training for camp counselors is the planned for the week of June 22. Camps, swim, and tennis lessons begin on June 29.

Important Dates to Remember

JLMC Spring Training, Public Safety Bldg., All Non-Essential Depts. Closed, June 2, 2015, 2 PM

Selectmen’s Meeting, June 4, 2015, 7 PM

Joint Board of Selectmen & School Board Meeting, June 9, 2015, 7 PM

Board of Selectmen’s Goal Setting Follow-Up (Primex) June 11, 2015, 10 AM - 2 PM

Selectmen’s Meeting, June 11, 2015, 7 PM

Selectmen’s Meeting, June 19, 2015, 7 PM

Selectmen’s Work Session, June 25, 2015, 4 PM

Staff Meeting, June 5, 2015, 9 AM